

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

1. CONTACT AN EEO COUNSELOR

IF YOU PERCEIVE DISCRIMINATION, YOU MAY FILE A COMPLAINT BY CONTACTING AN EEO COUNSELOR WITHIN 45 DAYS IF THE ALLEGED DISCRIMINATORY ACT.

BASIS: RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, MENTAL OR PHYSICAL HANDICAP, AND/OR REPRISAL.

2. FACT FINDING

COUNSELOR CONDUCTS A FACT-FINDING INQUIRY WITHIN 30 DAYS OF CONTACT. THE COUNSELOR TRIES WORKING WITH THE COMPLAINANT AND THE PRINCIPAL AGENCY WITNESSD (PAW) TO EFFECT AN INFORMAL RESOLUTION. IF THE COUNSELOR IS UNABLE TO RESOLVE THE SITUATION, THE COMPLAINANT THEN HAS THE RIGHT TO FILE A FORMAL3. FILE FORMAL COMPLAINT.

3. FILE FORMAL COMPLAINT

THE COMPLAINT MAKES A FORMAL COMPLAINT IN WRITING, USING DA FORM 2590 - R, AND SUBMITS IT TO THE EEO OFFICE WITHIN 15 DAYS AFTER FINAL INTERVIEW WITH THE COUNSELOR. THE EEO OFFICER THEN HAS 5 DAYSTO ACCEPT OR DISMISS THE COMPLAINT.

4. ACCEPTANCE/DISMISSAL

IF ACCEPTED, WITHIN 3 DAYS EEO OFFICER REQUESTS AN INVESTIGATION BY OFFICE OF COMPLAINT INVESTIGATIONS (OCI). IF ACCEPTED, GO TO NEXT STEP. IF DISMISSED, GO TO STEP 10.

5. INVESTIGATION

OCI Investigation is held.

6. REPORT

OCI Investigator completes investigation and sends investigative report to the activity within 120 days of receipt of complaint. The EEO Office then in turn, send a copy of the report to the complainant.

7. APPEAL

Within 30 days of receiving OCI report, complainant may request an appeal to the EEOC or a Final Agency Decision by EEOCCRA.

8. HEARING

EEOC hearing is held and findings/recommendations sent by EEOC to EEOCCRA within 180 days of receipt by the EEOC Administrative Judge.

9. FINAL ARMY DECISION

Final decision made by EEOCCRA within 60 days of complainant's request or receipt of EEOC's findings.

10. APPEAL

Complainant may appeal final Army decision to EEOC within 30 days of receipt of decision.

11. CIVIL ACTION

Final step is to file in U.S. District Court.

(DAYS REFERENCE)

All days refer to calendar days.

